

**FAX to:** **304.876.7248** **DO NOT USE COVER SHEET**  
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## Participant Background Survey

Course: Financial Fundamentals for Administrative Professionals

Dates:

Location:

Please complete and return this survey form by the return date above. The information will be used to give instructors an idea of the general make-up of the class so they can gear their instruction accordingly. Thank you in advance for your cooperation.

Name

Duty Station:

Address:

**Staying On-Site:** ☐

**Commuting:** ☐

Phone:

E-Mail:

1. What is your job title?
2. What finance responsibilities do you have in your current job?
3. What training have you had regarding finance?
4. How long have you been working with FFS?
5. What do you hope to learn in this course?
6. List any specific questions you would like answered during this course?